## U.S. DEPARTMENT OF STATE U.S. EMBASSY SEOUL, PETITION VISA UNIT, IMMIGRANT VISAS

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## INSTRUCTIONS FOR IMMIGRANT, FIANCE, LIFE ACT VISA (IV) APPLICANTS

IV has received an approved petition for you. Please follow these instructions in a timely manner if you wish to apply for an immigrant, fiance or Life Act visa. Many forms can be downloaded and information obtained from <a href="www.asktheconsul.org">www.travel.state.gov</a>. Please remember that a consular official may need further information or documents, in order to determine your eligibility, at any time.

BIOGRAPHIC INFORMATION. Please complete, sign and mail or fax to IV the enclosed Biographic Data (DS-230 part 1), <u>now</u>, one for each family member so that we can begin internal checks, which take at least 2 weeks.

PASSPORT. A signed passport should be valid for at least 8 months at the time of visa issuance. Korean citizens must contact the Ministry of Foreign Affairs and Trade, <a href="www.mofat.go.kr">www.mofat.go.kr</a>, for Korean passport information.

POLICE CERTIFICATE. See <a href="www.travel.state.gov/visa/reciprocity/index.htm">www.travel.state.gov/visa/reciprocity/index.htm</a> for police certificate and other documentary requirements for various countries. If deemed to be available, as a minimum you must obtain a police certificate from your country of nationality and your country of current residence if your presence there occurred after age 16 and was 6 months or more. Police certificates are required from other countries for all stays of 12 months or more after age 16. If you have ever been arrested in any jurisdiction please bring arrest, court or prison records.

The Korean National Police Certificate (KNPC/범죄(수사)경력 회보서) is available to all visa applicants of any nationality who are physically present in South Korea by applying directly at any KNP station for his/her whole criminal and investigation history. The KNP checks non-Koreans according to the requestor's Korean alien registration card or passport. Korean citizens must show a Korean identity card (Jumindeungnokjeung) or a Korean passport. KNPC processing is no fee and takes less than 24 hours. The new KNPC bears a red ink half inch square stamp on the bottom containing the Korean characters for National Police. It is issued in Korean only and applicants must attach a complete English translation, certified as true and correct by anyone competent in Korean and English. KNPC is unavailable to applicants outside of Korea. IV no longer processes requests for KNPCs.

AFFIDAVIT OF SUPPORT (I-864EZ/I-864W/I-864/I-864A or I-134): Please be sure to carefully read and completely follow all instructions.

Immediate relative and family preference cases: I-864 must be properly signed by the petitioner, who is the sponsor and I-864A by adult household members whose income will be considered with the sponsor. If the sponsor's income is insufficient submit a separate, properly signed I-864 and I-864A from joint sponsors and their household members. Each I-864 and I-864A must have attached to it evidence of each signer's and household member's U.S. citizenship or legal permanent resident status, and a copy of the most recent Federal income tax return which is current as of the date of execution of the I-864.

Fiance and LIFE Act cases: I-134 must be properly signed and notarized by the petitioner and any joint sponsors, and must have attached to it only evidence of current, sustained income/assets.

Employment preference cases: No affidavit of support is needed for the principal applicant. However, following-to-join applicants must submit an I-134 with evidence.

VISA APPOINTMENT. All immigrant, fiancé, Life Act visa appointment requests must be made on the internet at <a href="http://www.asktheconsul.org/iv\_appt.html">http://www.asktheconsul.org/iv\_appt.html</a>. We will post appointment dates for all IR/CR/IW, K1, K3/V and SB cases by case number within <a href="four-weeks">four-weeks</a> at <a href="http://korea.usembassy.gov/appointment\_dates2.html">http://korea.usembassy.gov/appointment\_dates2.html</a>. We will not entertain follow-ups on your appointment request until at least four weeks have passed.

We request visa numbers from Washington for F and E IVs, if an applicant's priority date is current, after you request an appointment from us on the internet. Once all internal procedures are complete, we will notify F and E applicants of their appointment within <u>ten weeks</u> by postal mail or email if we have the applicant's email address. F and E applicants may also check the status of their appointment by case number at <a href="http://korea.usembassy.gov/appointment">http://korea.usembassy.gov/appointment</a> dates2.html.

We cannot accept appointment requests, even in emergencies, by telephone. Applicants without internet access may fax or mail a clear photocopy of the passport identity page for each applicant (showing the applicant's name, date of birth, nationality, passport number, passport issue date and passport expiry date) together with a completed OF-169 (attached).

PAYMENT. Each immediate relative, family preference and employment preference IV applicant must pay the statutory IV fee of \$400 (\$355 IV fee + \$45 IV surcharge). Please bring to your appointment sufficient funds in cash (US\$ or KRW), money order or credit cards. Personal checks cannot be used to pay visa fees. A separate visa and fee is required of each person emigrating, regardless of age. If the visa is denied, the fee CANNOT be refunded. Fiance and Life Act applicants must pay a \$131 fee at Shinhan Bank and bring the receipt to your appointment.

Other IV related fees are: Korean passports: W55,000 for 10 years and W47,000 for 5 years; medical examination: W150,000 for adults and W90,000 for under 15 year olds; any required vaccinations: settled separately with each medical examiner. All fees are subject to change without notice.

MEDICAL EXAMINATION. All applicants must complete a medical exam at one of these authorized hospitals:

Saint Mary's Hospital; phone 02-3779-1521; 62 Yeouido-Dong, Youngdeungpo-Ku, Seoul Seoul Adventist Hospital; phone 02-2210-3511; 29-1 Hwikyoung-Dong, Dongdaemun-Ku, Seoul Yonsei Severance Hospital; phone 02-2228-5808/9; 134 Shinchon-Dong, Seodaemun-Ku, Seoul Maryknoll Hospital; phone 051-461-2290; 12, 4-Ga, Daecheung-Dong, Jung-Ku, Pusan Ajou University Hospital; phone 031-219-5644/4255; San5 Wonchon-Dong, Yeongtong-Ku, Suwon

You must arrange your own examination. Please give to the examiner your passport and three passport size photographs which were taken within the last six months. The examiner will give the medical report and chest x-ray to you in a large sealed envelope. DO NOT OPEN THE ENVELOPE. The medical exam is valid for 12 months, if a Class A or B TB condition exists it is valid for 6 months. K and V applicants do not need vaccinations.

YOUR APPOINTMENT. All IV applicants are seen by prior appointment only. It is your responsibility to come fully prepared with all needed documents in hand. Do not bring electronic or hazardous items. You and your belongings are subject to an airport style security screening. At your interview you will be sworn in as to the truth of your application. Please be patient as this is the first time we see your case in its entirety. If you are found eligible for a visa at the time of your interview, your visa will be delivered by courier. No one can guarantee visa issuance. **DO NOT make travel arrangements until you have your visa in hand.** Since immigrant and fiance visas are usually valid for 6 months it is best to apply well in advance of your desired travel to the U.S.

Bring the following documents with you for your interview, for each applicant. Although only one copy of these documents is required, you may wish to obtain duplicates in case the originals are lost or damaged. Please contact us by fax or email if you cannot download any needed any blank forms. Your visa category is listed on your notification.

Documents and completed forms	K1/2	K3/4	V1/2	CR/IR	F	Ε	SB/IW	DV
Passport valid for x months	6	6	6	8	8	8	8	8
DS-230, part 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
DS-230, part 2	No	No	No	Yes	Yes	Yes	Yes	Yes
DS-156	Yes(2)	Yes(2)	Yes	No	No	No	No	No
Supplemental application	DS-	No	DS-	No	No	No	No	No
	156K		3052					
Birth, death, adoption, marriage, divorce or	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
family register for Korean (under 1yr old)								
Medical exam and chest x-ray	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Documents and completed forms	K1/2	K3/4	V1/2	CR/IR	F	Ε	SB/IW	DV
Vaccination report	No	No	No	Yes	Yes	Yes	Yes	Yes
I-864EZ/I-864/I-864A with proof of signers'	No	No	No	Yes	Yes	No	No	No
U.S. citizen or resident status; the most								
recent Federal income tax return filed prior								
to the time of the I-864 signing								
I-134 with proof of signer's current,	Yes	Yes	Yes	No	No	No	Yes	No
sustained income								
Front view photos	2	2	2	1	1	1	1	1
List of children, SEO-97	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
Police certificates	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Notarized Job Offer, SEO-46, from the	No	No	No	No	No	Yes	No	No
prospective employer with evidence of its								
ongoing existence and financial bonafides								
Previous passports	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Military discharge (if available); arrest,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
prison, court records; U.S. immigration								
documents								
Education or training proof	No	No	No	No	No	No	No	Yes
English translations	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
\$400 in US\$ or KRW equivalent	No	No	No	Yes	Yes	Yes	Yes	Yes
\$131 MRV fee receipt	Yes	Yes	Yes	No	No	No	No	No
\$375 Diversity visa fee	No	No	No	No	No	No	No	Yes
Courier service receipt	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

A courier service receipt from a U.S. Embassy-approved courier company within Korea: either DHL Ilyang, phone 1588-0002, or Hanjin, phone 1588-0011.

## WARNING

FAILURE TO APPLY FOR YOUR IV WITHIN TWO YEARS (K WITHIN ONE YEAR AND SB/SE WITHIN SIX MONTHS) OF BEING TOLD THAT YOU MAY APPLY WILL RESULT IN THE PERMANENT TERMINATION OF YOUR CASE PURSUANT TO SECTION 203(g) OF THE IMMIGRATION AND NATIONALITY ACT. REPORT ANY CHANGE IN YOUR ADDRESS PROMPTLY TO IV. DO NOT MAKE ARRANGEMENTS TO DEPART KOREA, DISPOSE OF YOUR PROPERTY, GIVE UP YOUR JOB OR SELL YOUR BUSINESS UNTIL AFTER YOU RECEIVE A VISA.

Enclosures: as stated s/pvu/iv/seofm/SEO 3.5 Jan08